

Elena Marin

Personal Information:

- Name: Elena Marin
- Date of birth: September 22, 1995 (28 years old)
- Phone: 0745 678 910
- Email: elena.marin@email.com
- Address: Str. Viitorului, Nr. 14, Timisoara

Career Objective: Young and enthusiastic accountant; with 0 strong desire to learn and develop professionally in an innovative company.

Professional Experience:

1. Junior Accountant PQR Technologies (2020 present)

- Recording financial transactions
- Preparing monthly financial reports
- Support for internal and external audits

2 Accounting Assistant STU Enterprises (2017 2020)

- Managing invoices and receipts
- Reconciling bank accounts
- Assistance in preparing tax returns

3 Accounting Intern VWX Corporation (2016 - 2017)

- Administrative support for the accounting team
- Recording financial documents
- Preparing audit documentation

Education:

- West University of Timisoara, Faculty of Economics and Administration of Business (2014 - 2017)
 - Degree in Accounting

Skills:

- Advanced knowledge of Microsoft Excel and accounting programs (SAGA)
- Analytical skills and attention to detail
- Communication and collaboration skills

Foreign Languages:

- Advanced English
- Spanish medium